

DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY
N.C. STATE HIGHWAY PATROL
MOTOR CARRIER ENFORCEMENT SECTION

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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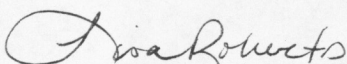
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the General Schedule for State Agency Records are not authorized to be destroyed.**

The

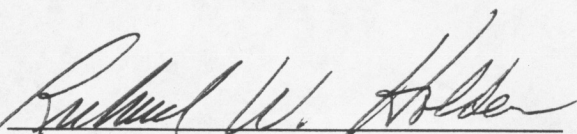
MOTOR CARRIER ENFORCEMENT SECTION

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

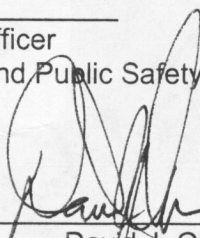
APPROVAL RECOMMENDED



Lisa Roberts, Chief Records Officer
Department of Crime Control and Public Safety

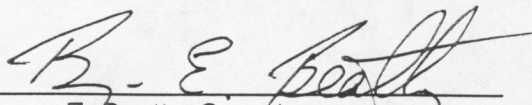


Colonel Richard W. Holden Sr., Commander
N.C. State Highway Patrol

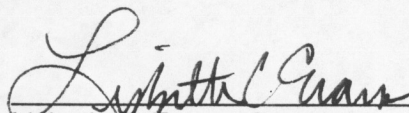


David J. Olson, Director
Division of Historical Resources

APPROVED



Bryan E. Beatty, Secretary
Department of Crime Control and Public Safety



Lisbeth C. Evans, Secretary
Department of Cultural Resources

April 28, 2003

LRM

**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY
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MOTOR CARRIER ENFORCEMENT SECTION**

Item 46772. Contact/Counseling Record (ENF-104) File. Records concerning performance contact/counseling of officers.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after issuance of record.

Item 46773. Official Notice (ENF-600) File. Records concerning citizens with lapsed driver licenses or suspended registration plates.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 46774. Receipt for Plate and/or Sticker (FS-20) File. Official notices of license plates/stickers that have been turned in.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

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MOTOR CARRIER ENFORCEMENT SECTION
DIESEL FUEL INSPECTION PROGRAM**

Item 46790. Collection of Dyed Fuel Samples File. Reports concerning the North Carolina State Highway Patrol Collection of Dyed Fuel Samples (HP-601) and the N.C. Department of Revenue Dyed Fuel Samples (HP-601A) showing information about vehicles from which dyed fuel samples were taken.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 46791. Reports for Collections (ENF-024) and (AC-61) File. Reports in paper and electronic formats concerning information on permit violations and payment of citations. Payments are entered into the Federal Fuel Tax Compliance System (TaCS) Database.

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after the Citation is adjudicated if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 46792. Temporary Trip Permit (ENF-025) File. Records in electronic format issued to motor carriers for temporary International Registration Apportion (IRP) Trip Permit or Fuel permit.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 46793. Daily Report (ENF-100) File. Records in paper and electronic formats concerning officers' daily activities.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 46794. Monthly Report (ENF-101) File. Monthly reports produced from data in Daily Reports File (Item 46793).

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 46795. Quarterly Audit and Inspection Report (ENF-102) File. Quarterly audit reports of Motor Carrier Officers' citations.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 46796. Quarterly Review and Audit (ENF-103) File. Quarterly audit reports of Weigh Station/District Offices' citations.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

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MOTOR CARRIER ENFORCEMENT SECTION
HAZMAT ENFORCEMENT UNIT**

Item 3175. Citation File. Records in paper and electronic formats concerning citation ticklers for violation of motor vehicle laws. File includes citations, assessments, investigation results, vehicles information, dates of violations, types of violations, tax warrants, garnishment records, and other related records. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats 2 years after citation is paid if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 13737. Radioactive Monitoring Forms File. Records concerning the transporting of radioactive materials. Form lists carrier names, origin, destination, load security, types of placard displayed, types of materials, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

Item 13788. Alarm Books File. Computer generated printouts produced from Federal Fuel Tax Compliance Systems (TaCS) Database and sent to field personnel concerning money owed by taxpayers and fuel tax assessments owed to Department of Revenue.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

Item 13892. Investigations Reports File. Records in paper and electronic formats concerning alleged violations. File includes investigation reports, findings, correspondence, and actions taken by the commission. (Records may be considered confidential in accordance with GS 126-22;126-23;126-24.) (File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats after 5 years if no litigation, claim, audit, or other official actions involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 13893. Accident Reports File. File contains Report ENF-502 (Commercial Motor Vehicle Accident report) and Report ENF-503 (Supplemental Accident Report).

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 46013. Driver Equipment Inspection Reports Form (ENF-500) File. Reference copies of reports in paper and electronic formats concerning motor carriers and their drivers' compliance with the federal rules and regulations. Report lists dates of inspections, vehicles data, drivers' information, type of violations, names and addresses of carriers, and other related data. File also includes Out-of-Service Fine Citation Form (ENF-507) and Driver/Equipment Inspection Report Continuation Page (ENF-501). (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.) File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats after 3 years if no litigation, claim, audit, or other official actions involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

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HAZMAT ENFORCEMENT UNIT**

Item 46014. Motor Carrier Arrest and Adjudication Form (ENF-504) Reports File. Reports in paper and electronic formats concerning drivers' violations and court's final rulings. File includes names of officers, station number, court dates, uniform traffic numbers, types of violations and charges, and other related data. (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.) File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office records in paper and electronic formats after 3 years if no litigation, claim, audit, or other official actions involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 46780. Motor Carrier Covert Log (ENF-506) File. Reports concerning covert investigations conducted by the unit.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 46781. Commercial Vehicle Safety Alliance (CVSA) Certification 1st 30 Level One Inspections (ENF-508) File. Reports which demonstrate proficiency in conducting a North American Standard inspection properly.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 46782. Motor Carrier Safety Assistance Program (MCSAP) Activity Report (ENF-510) File. Reports showing MCSAP monthly activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 46783. Commercial Truck Driver Training School Instructor Qualification Worksheet (ENF-603) File. Reports showing the qualifications of an instructor at a commercial truck driving school.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 46784. Maintenance Workshop (ENF-603A) File. Report used to check the compliance records of a commercial truck driving school.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 46785. Alcohol and Controlled Substance Worksheet (ENF-603B) File. Reports used to ensure that the motor carrier is in compliance with Federal Commercial Vehicle Safety Alliance (FMCSA) part 382 and part 40.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 46786. Vehicle Inspection Report (ENF-603C) File. Vehicle inspection reports used to determine if vehicle is in compliance with North Carolina General Statutes 20-183.3 and Federal Commercial Vehicle Safety Alliance (FMCSA) part 396. Reports include data about inspections, repairs, and maintenance.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

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HAZMAT ENFORCEMENT UNIT**

Item 46787. Commercial Truck Driver Training School Driver Qualification Worksheet (ENF-603D) File.

Reports showing the qualifications of a driver according to the guidelines set forth in Federal Commercial Vehicle Safety Alliance (FMCSA) part 391.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 46788. Address Information Request (ENF-606) File. Requests from the post office for an address.

DISPOSITION INSTRUCTIONS: Destroy in office with administrative value ends.

Item 46789. Light-Traffic Roads File. Records concerning roads that have been designated and declared light-traffic (low weight) roads.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

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MOTOR CARRIER ENFORCEMENT SECTION
MOTOR CARRIER ENFORCEMENT OFFICERS**

Item 13829. North Carolina Uniform Citation File. Citations issued for traffic offenses. File also includes Traffic Stop Reports (SBI-122). Month, day, year, time of stop, agency name, county and city of stop, initial purpose of traffic stop, vehicle driver information, enforcement action taken as a result of the traffic stop, type of contraband found, property seized, and other related data entered into Federal Traffic Stop Statistic Database File. (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in the office 2 years after case is adjudicated.

Item 13863. Tax Assessment (ENF-010) File. Follow-up reports concerning payment of over-load citations.

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after tax assessment is paid.

Item 46015. Permit Violation Civil Fine Assessment Form Reports (ENF-004) File. Reference copies of reports in paper and electronic formats concerning motor carriers who have been found to be in violation of North Carolina General Statutes 20-119(d). Reports list permit numbers, weight of vehicle and load, location data, owners and drivers' information, dates of issuance, expiration dates, and other related data. (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.) (File maintenance and backup procedures are conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 46775. Fuel Sightings (ENF-002) File. Reports in paper and electronic formats that are used to track commercial motor vehicle companies' mileage through the state.

DISPOSITION INSTRUCTIONS: Destroy in office after data is entered into the Federal Fuel Tax Compliance System (TaCS) Database.

Item 46776. Citation and Notice of For-Hire Violation (ENF-003) File. Reports in paper and electronic formats concerning motor carriers who have been found to be in violation of North Carolina General Statutes 20-382. Reports list date, vehicles' data, drivers' information, type of violations, names and addresses of carrier and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 46777. Weight Tickets for Recording Weight (ENF-020) File. Reports showing the axle weights on vehicles that have been issued a Citation and Notification of Assessment (ENF-001).

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after the Citation and Notification of Assessment (ENF-001) is adjudicated if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

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MOTOR CARRIER ENFORCEMENT OFFICERS**

Item 46778. Limited Certification (ENF-021) File. Reports completed at the request of a company which shows the legal gross weight that can be loaded on the vehicle documented.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 46779. Daily Report of Permanent Weigh Station (ENF-023) File. Reports used by Weigh Station Supervisors to track the collection of citations on the Federal Fuel Tax Compliance System (TaCS) Database.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.